* Go to the 8th Grade computer page and SAVE the file Mississippi River to your name on Leaddog into your computer folder. (Just use the current file name)
* Close all windows. Go to your computer folder and open Mississippi River.
* SAVE AS *Mississippi River1 XX*.
* Add a header with your name to the document: *Name, 8pdXX Mississippi River Date*
* Use BACKSPACE to delete the extra *t* in the word *itt* in the second sentence in the first paragraph.
* Use the DELETE KEY to delete the extra *o* in the word *too* in the first sentence in the second paragraph.
* Insert the word *the* before and the word *of* after the word *development* in the first sentence of the third paragraph.
* Select the state name *Illinois* in the phrase *Ste. Genevieve, Illinois* in the last sentence of the second paragraph and replace it with *Missouri.*
* Go quickly to the beginning of the document.
* Check the spelling and grammar using the Review ribbon.
* Use the shortcut menu and the thesaurus to replace the word *bustling* in the second sentence in the third paragraph with an appropriate synonym.
* Save.
* Preview, Print, Turn into the tray.